**DIRECTIONS FOR USING CAMTASIA**

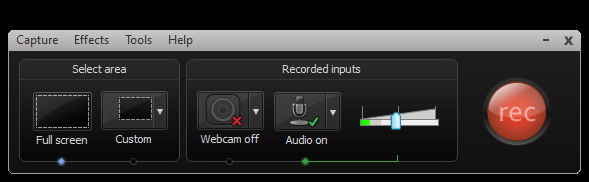
**TO RECORD:**

1. Launch Camtasia Studio 8 from desktop

2. Open all the screens you will be using in your vodcast. Clean up the desk top if you will be going back and forth between windows.

3. Make sure your microphone is plugged into the computer. Make sure the voice level is in the middle. One person in your group can hold the headset so you can all talk into the microphone when it is your turn.

4. Click RECORD THE SCREEN and the window will minimize and look like this:



5. It defaults to record your full screen which will have a green dotted line around it. You can move the green dotted line up so you don’t record your taskbar at the bottom.

6. Your audio should default to Microphone and Record System Audio

7. When you are ready to record click the RED Record circle.

8. The screen will count down from 3 and then begin recording.

9. Start talking into the microphone using your script as a guide and move the screen around to show how to use the Web 2.0 tool.

10. Hit F10 to stop recording

**AFTER RECORDING**

1. After hitting F10 to stop your recording, your video will open in a new window. You can play it fro here to see how it came out.

2. If you are happy with the video, click SAVE AND EDIT in the lower left hand corner.

3. Change the name of the file to the name of your Web 2.0 tool and save it to the desktop in the CAMTASIA VODCASTS folder in it’s own folder (you will make this new folder!)

4. Then you will be prompted to choose a size for your video. CHOOSE THE 800:600 DIMENSIONS WHICH IS ALSO CALLED WEB (4:3). This size works well on wikispaces. Also make sure KEEP ASPECT RATIO is checked.

5. Then go to the Camtasia suite. Choose your group’s video and click PRODUCE AND SHARE and SHARE TO SCREENCAST.COM.

6. You will be promted to login to screencast.com. The login is:

[kimmoore@aseschool.org](mailto:kimmoore@aseschool.org)

password: saints2.0

7. Title your video with the name of your Web 2.0 tool and save it in the Camtasia Studio file. Click FINISH. Your video will begin rendering. After rendering, you can play your video again.

8. Go to screencast.com and login again with the username and password above. Click on the CAMTASIA RECORDINGS folder. Find your video and hover your mouse over it. Then click on the three arrows pointing up. Copy the EMBED code.

9. Go to the class wikispace and find your group’s page. Click the EDIT button. You can now type your page and embed your work.

10. To embed your vodcast on the wikispace click the WIDGET button that has the picture of the TV. Click on OTHER HTML at the bottom of the list then paste your embed code in the box. Make sure you have your cursor on the page where you want your video to go. Click SAVE and then make sure the video is there and will play.